

NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION

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MINUTES OF MEETING

January 6, 2005

(Approved February 3, 2005)

Members Present: Karen Schlitzer, Ronald O'Keefe, Scott Weden, David Duquette, Stephen Carrier, Kevin Pratt, Al Burbank, John Hoggund, Peter Russell, Joseph Butts, Corey Landry, Richard Mason.

Members Absent: Edward Murdough, Earl Sweeney, J. William Degnan.

Others Present: *Division of Fire Standards & Training*--Bruce McPherson, Bureau Chief; Dennis Rosolen, Bureau Chief; Sue Prentiss, Bureau Chief; Heather Newland, Recording Secretary; David Jones, Program Coordinator.
Division of Forests & Lands (DRED)--John Dodge, Regional Ranger; Brad Simpkins, Ranger.
Lebanon Fire Department--George Sykes.

I. CALL TO ORDER

Item 1. Call to Order. The meeting of the New Hampshire Fire Standards & Training Commission was called to order by Chair David Duquette at 10:00 a.m. on Thursday, January 6, 2005 at the Richard M. Flynn Fire Academy, Classroom 5, 222 Sheep Davis Road, Concord, NH. The Pledge of Allegiance was recited.

Item 2. Introductions. Chair Duquette introduced Brad Simpkins of the Division of Forests & Lands, who would be doing a presentation on the Wildland Firefighter Program. Chair Duquette also introduced George Sykes of the Lebanon Fire Department and the NH Fire Prevention Society, who will be replacing Commissioner Landry on the Commission after the February 3, 2005 Commission meeting.

II. APPROVAL OF MINUTES

- (a) **Item 1. December 9, 2004.** ***Motion*** was made by Commissioner Carrier, seconded by Commissioner Russell, to approve the Minutes of the December 9, 2004 Commission meeting with the following corrections:
- Page 3, Item 3, (b), delete the “s” on “Services”, to read “U.S. Forest Service.”
 - Page 3, Item 3, (c), second sentence, changing to read “Questions to be answered on rain are who measures and where do they measure.”

Motion passed unanimously.

III. CHAIR’S REMARKS

Item 1. Susan Beaudoin. Chair Duquette announced that the Commission’s recording secretary, Susan Beaudoin, is at home with bronchitis. Also, Susan’s husband is in the hospital again with pneumonia. He asked that everyone keep them in their thoughts and prayers.

Item 2. Stolen Wallet. Chair Duquette said that he stopped at Planet Fitness in Dover one day. When he returned to his home, his wallet was missing. He called the police and his credit card company. He found out that his credit card was used at a liquor store that night in Hampton. The Liquor Commission says there is a task force in New Hampshire now to deal with this type of issue because there is quite a black market in the State, where they buy liquor in New Hampshire and transport it out of state.

Chair Duquette said he has received advice from a couple of people now that you should take all the cards out of your wallets to photocopy, both front and back, for your records. That way you have your account numbers and the telephone numbers of the credit card companies.

Item 3. Traffic Accidents. Chair Duquette reported that in a ten-minute period they had six car accidents in Dover. Two of those accidents involved a fire engine on the Spaulding Turnpike. They have a pretty aggressive safety policy that, if you get out of a piece of apparatus on the Spaulding Turnpike, the fire personnel can’t be in the line of traffic, so you park the vehicle at an angle. One car slipped on the ice and hit the left rear of the pump. As the event unfolded, a woman who had come from a Patriots game party drove into the right hand corner of

the same truck without ever touching the brakes. Her argument was that she wasn't going over the speed limit. Her car was totaled. The fire truck needed a few small repairs. No one was hurt. Both drivers were insured, so there was no cost to the City of Dover.

IV. COMMITTEE REPORTS

Item 1. Emergency Medical Services. Chief Prentiss reported on the following items:

- (a) National Scope of Practice Model—The Draft Model for the National Scope of Practice was released for comments last summer. There are four levels of certification based on what patients need at the bedside. This aligns EMS as a profession with other allied health care professions—nursing, respiratory therapy. The Division brought in a Principal Investigator of this project here to review with the members of the EMS community the Model and accept feedback. The Division assembled a task force to develop a New Hampshire position for submission to NHTSA by the end of this month. The Division will seek endorsement from Coordinating Board for the Task Force developed position. New Hampshire is taking a very active role in commenting on this Draft Model.
- (b) New Protocols—Not the administration of protocols, but the content of the clinical and operational patient care protocols are up for a final vote with the Medical Control Board on January 20. The roll out of these will be under the structure we know today, which had a piece attached to Administrative Rules and still honor in full force the local option capacity. We are working to make as smooth a roll out as possible. If and when the legislation the Department of Safety has brought forward happens, they will work to make that transition into the more statewide piece.
- (c) Patient Transportation Seminar—In an effort to address transfer related issues facing EMS and Hospitals the Division is sponsoring a Patient Transportation Seminar in the North Country on March 11, 2005.
- (d) Computer Adaptive Testing Model—The Board of Directors of the National Registry have approved a computer adaptive testing model. In the next few years, we will see a roll over from a paper exam to a computer exam. Concerns include location of testing sites and the costs that may be involved. We are negotiating with vendors for a location. This is well over a year away, but you will be hearing more and more about it.
- (e) Trauma & Preparedness Training—We have hired Steve Achilles to present “Before Triage, Treatment and Transportation: MCI Plan Development.” twice in each EMS Region. The purpose is to assist

EMS Units in developing MCI Management Plans. Additional Trauma Triage and Documentation Training programs are being held in the field during January and February.

Item 2. Fire Marshal's Office. Director Degnan was absent.

Item 3. Forest Protection Bureau. Regional Ranger John Dodge was present to represent the Forest Protection Bureau. He reported on the following items:

- (a) Fire Prevention Campaign—The forest rangers throughout the State are conducting a very aggressive Fire Prevention Campaign through an unusual venue. They are delivering over a 1,000 Smokey Bear bookmarks and 1,000 Smokey Bear posters to a little more than ten local libraries for each district. They have 13 districts. So far the results have that have been tremendous. They have had some real positive feedback. It is a program that will go on for a year. Part of the reason for doing this was to reach an alternative audience. Library venue seems to be meeting with quite a bit of success.
- (b) Administrative Rules—We are looking for a definition of “rainfall,” or the term is “while raining,” to be “sustained liquid precipitation for the duration of the burning.” The Rules haven’t been approved yet, but that is what they are submitting. “Snow cover” would be “continuous frozen precipitation within x number of feet of the area” where the burning is to be taking place.

We are also looking for a definition of “enclosed containers” and “fireplaces.” The permit system does have an exemption if the burning is done in an enclosed container where the container is connected to an approved stack.

We are trying to use the NFPA definition to define “stack.” He asked if anyone has any recommendations.

- (c) Hiring Process—They have gone from five in-house candidates to two candidates for the Bureau Chief position. The Director will make a decision by the end of this week. Both candidates have a very strong fire background, structural and wildland.

Item 4. Advisory Council on Preparation & Security. Commissioner Landry reported that Police Standards & Training has money for ICS. They held drills for police and fire in Concord and in Dover.

Commissioner Landry said that the National Guard currently has 1,000 troops out of the country, including their helicopters. They only had one helicopter available for Fish & Game for rescues.

Ranger Dodge stated that it affects us as we can only use one helicopter. Director Mason said there is a cooperative agreement with the Coast Guard, but they are not as readily available.

Item 5. Curriculum Review. Chair Duquette reported that the Curriculum Status Report is in each Commission member's packet and is as follows:

**CURRICULUM STATUS REPORT
January 6, 2005**

- (a) Driver/Operator:
 - (1) Pumps:
No classes scheduled at this time.
 - (b) Hazardous Materials:
 - (1) Operations:
This program is well underway at this point with no problems reported.
 - (2) Technician:
The trailer is proving to be a valuable asset and will be an on-going work in progress. The class that was scheduled for Gorham this past fall is now completed; finally the North Country has been served in this area.
 - (c) Aircraft Rescue & Fire Fighting:
 - (1) We have completed the first 40-hour certification class and will be meeting soon to evaluate the course delivery. For the moment the program was successful. A 40-hour program was held this past fall, with a number of eight-hour re-certification classes as well.
 - (d) NFPA 1030 Series:
 - (1) NFPA 1031, Standard for Professional Qualifications for Fire Inspectors and Plan Examiners:
At this point classes will be scheduled periodically as they consistently fill up. Inspector II visiting committee has started the process.
 - (2) NFPA 1033, Standard for Professional Qualifications for Fire Investigator is in progress and looking at two separate programs, a one-week course for firefighters, and a two-week course for fire investigators. At this point it looks as though the New York curriculum is being considered for both classes. Waiting for information from the committee at this point. Rick Wood has resigned as Chair and Chris Wyman has replaced him. Dean Chandler is assigned to this committee.
 - (3) NFPA 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator:
Will probably follow the 1033 Standard.
- Chief Rosolen said he has received no feedback from Chris Wyman yet.
- (e) Rescue Series:
 - (1) Structural Collapse:
No pilots scheduled as yet.

- (2) Confined Space:
There was a class in Portsmouth in October.
- (3) Technical Rope Rescue:
A visiting committee has begun. Captain Andy Anderson is assigned to the committee. A curriculum search is in progress at the moment.

(f) NFPA 1001 Firefighter I and Firefighter II:

- (1) Train-the-Trainers have been successful thus far with over 250 instructors attending both at the Academy and in the field from Littleton to Hollis.

Commissioner Butts said that NFPA 1001 is a done deal. Chief Rosolen explained that there will only be a written examination at the completion of Firefighter I-A. All practicals will be done upon the completion of Firefighter I-B, along with a second written examination.

Commissioner Pratt asked if the one-man carry and fly ladders is still there. Chief Rosolen answered that they are as they are part of the curriculum. Director Mason stated that, if they are a part of the NFPA objectives, we have to do it to maintain our accreditation.

Chair Duquette said we can take NFPA 1001 off the agenda for next month.

(g) NFPA 1021 Fire Officer:

- (1) This program was very successful this past October. The course went well and went on the road to Burlington, Vermont.

Director Mason said we have done a train-the-trainer for Instructors. Chief Rosolen said that the logistics of staying over night in Vermont were worked out with Captain Chandler and Program Coordinator Tim Robinson.

(h) NFPA 1041 Instructor:

- (1) A Train-the-Trainer and a bridge course for instructors of 1041 were scheduled for September 2004. Approximately 18 instructors were in attendance with six being first time additions. A bridge course for all instructors was scheduled for November 2004 and was successful, and a full 60-hour class was scheduled for November/December 2004 with excellent reviews.

Commissioner Carrier stated that the first pilot class for Instructor has been done, and we received positive feedback. Commissioner Burbank said that one person from Waterville said the program was great. The only negative comment he heard was that there was a surprise project that was pretty in-depth; he said it wasn't in the original syllabus. Commissioner Carrier said he wasn't aware of it.

Chief Rosolen said that, when the program is established, we will probably revisit the Instructor I. It will probably be less than 48 hours. The existing program meets the criteria for EMS instructors.

SPECIAL NOTE: Chair Duquette announced that he just received a page that Chris Dewolf was killed in a line of duty death, a motor vehicle roll over. Chris was a firefighter in Dover for a number of years, and had transferred approximately six months ago to Newington as a Lieutenant. Chair Duquette called for a 15-minute break.

- (i) NEPA 1051 Wildland Fire Fighting:
 - (1) The visiting committee for Wildland firefighter recently met for the first time. The last meeting was October 14, at 0900 hrs. at the Academy. Wildland Firefighter I and Firefighter II were discussed. The NWCG curriculum will be used. The Committee will meet with the Commission curriculum committee at 0900 on January 6, 2005 for preliminary approval and submission to the Commission.

Chair Duquette said that members of the Wildland Fire Fighting Visiting Committee were present to do a presentation. He said that they answered the questions that the Commission's Curriculum Committee had in their meeting earlier today.

Ranger Brad Simpkins of the Forest Protection Bureau said that they looked at the needs of the communities. He distributed copies of the Report of the Wildland Fire Fighting Curriculum Visiting Committee, which he then reviewed. Ranger Simpkins said that this program can be offered anywhere in New Hampshire.

Motion was made by Commissioner Landry, seconded by Commissioner Butts, to accept the Wildland Firefighter I program as recommended by the Visiting Committee for two pilot programs. Motion passed unanimously.

Motion was made by Commissioner Butts, seconded by Commissioner Pratt, to accept the Wildland Firefighter II program as recommended by the Visiting Committee for two pilot programs. Motion passed unanimously.

Chair Duquette thanked the Visiting Committee members, and said we appreciate their efforts and work.

- (j) Other:

- (1) Visiting Committees for the following in accordance with the Commission vote on February 3, 1999 are about to commence in the near future once the committees are established. Hopefully to be established this meeting.
 - (i) NFPA 1002 Aerial Apparatus, a visiting committee is being formed at this time.
 - (ii) NFPA 472 Hazardous Materials Decontamination is currently being revised by Program Coordinator Dave Jones and Captain Andy Anderson, adding Weapons of Mass Destruction to make it current.
- (2) Bureau Chief Dennis Rosolen and Captain Dean Chandler attended the annual Pro-Board meeting in West Palm Beach, Florida December 3-5, 2004. New Hampshire is rated fifth out of 39 accredited agencies for contributions and certifications to the Pro-Board. We received many kudos at that meeting. Dennis has been asked to give a presentation on how we do the Fire Officer III and IV with the CFOD next year as portfolio and project type evaluations dealing with education and experience is becoming a prevalent means of evaluation.

Item 5. Retreat. Commissioner Murdough was absent.

Item 6. Academy Awards. There was no report.

Item 7. Nominations (Chair and Vice Chair). At the December 9, 2004 Commission meeting, Commissioner Murdough reported that the Nominations Committee recommended David Duquette for Chair and Steve Carrier for Vice Chair.

Motion was made by Commissioner Landry, seconded by Commissioner Russell, to accept the Nominations Committee recommendation of David Duquette as Chair and Steve Carrier as Vice Chair. Motion passed unanimously.

V. REPORT OF THE DIRECTOR

Item 1. Director's Report #87. The Director's Report was as follows:
Director's Report #87
January 6, 2005

Happy New Year!

1.) ADMINISTRATIVE RULES

Per a motion on November 6, 2003 the general date to make/approve administrative rule proposed changes will be at the regular February meeting of the Commission each year.

2.) 2005 ASSISTANCE TO FIREFIGHTERS GRANT PROGRAMS

It is that time of year when we will be "hitting the road" with Bob Waters of the U.S. Department of Homeland Security to offer workshops for the 2005 Assistance to Firefighters Grant Program. The schedule and locations are attached; there is also an update for this year's grant program in your packet...\$3,541,362 awarded to 54 NH Departments.

In 2005, EMS units will be eligible to apply for grant funds.

3.) JOHN T. AYERS FIRE INSTRUCTOR OF THE YEAR

The Fire Instructors and Officers Association of New Hampshire is still sponsoring the John T. Ayers Fire Instructor of the Year award program. Started in 1989 there have been 13 recipients since its inception. The award is typically made at their annual meeting in April. The "Draft" nomination information is attached.

Director Mason stated that some years there are no nominations for this award.

4.) BURLINGTON VERMONT COMPANY OFFICER PROGRAM

We are "on the road" again to offer training for the Burlington, VT Fire Department. January 10 we will start the 120-hour Fire Officer I & II Program. The full class will run through February 11, 2005. They are compensating us utilizing funds from the Fire-Act Grant Program.

5.) FORM A – HIRING FULL-TIME FIREFIGHTERS

Upon comparing the employment notification "Form A" with the form used for the Police Standards and Training Council, I have altered our form to add section 9 and have added the same signing disclaimer for the hiring authority. Attached are the proposed form A, PST form A and RSA 641:3.

Motion was made by Commissioner Burbank, seconded by Commissioner Russell, to accept the updated New Hampshire Fire Standards & Training Commission Employee Status Notification Form A. Motion passed unanimously.

6.) HOUSE COMMITTEES TO VISIT THE FIRE ACADEMY

On January 10 two of the New Hampshire House of Representative Committees will visit the Department of Safety and the Fire Academy. The Criminal Justice and Public Safety Committee and the Transportation Committee will visit, reviewing some of our facilities and new virtual reality trailer.

7.) WEB SITE

The Department of Safety has established a new protocol for web sites for the agency. You will notice a drastic change in its appearance before the month's end. We will have the capability to enter documents without the assistance of the Office of Information Technology.

Director Mason noted that the new websites will be more colorful. Secretary Kelly Teeter will be the person to enter our documents.

8.) FIELD CAPTAIN DISTRICTS

We have had maps developed to delineate the North and South districts for our field captains, which is enclosed. Captain Harry McGovern covers the North and Captain Meredith Lund covers the South.

Other items discussed were:

- 9.) Director Mason stated that Chris Dewolf worked for FETN, and they are aware of what happened. He said he met with Rotary Chief Greenleaf in Newington this morning. After he left, he heard on the radio the confirmation of a fatality on scene. When he called the Newington Chief, they are stressed.
- 10.) Director Mason reminded everyone that they had voted that February will be the month to vote on Administrative Rules. He said that we have hiring authorities who do not know what is going on.

Director Mason read from a handout done by Program Coordinator (PC) Scott Merrill regarding proposed changes to the Administrative Rules in regard to the Firefighter Entrance Exam, including 701.01 (e), 702.01, and 702.02. He believes these three sections should be changed as follows:

- (a) 701.01 (e) The candidate shall pass a written entrance *level examination given by the jurisdictional agency to determine the candidate's ability to successfully complete the firefighter training program, that is a valid and an accepted test for entry level firefighters administered by the local jurisdiction or its designee. This test will be good for 26 months.*
- (b) 702.01 The candidate shall pass a physical ability test, as set forth in the Fire Service Joint Labor Management Wellness/Fitness Initiatives "~~CPAT~~" ~~1999~~ *latest Edition, which is currently CPAT 1999 Edition. This test will be good for 26 months.*
- (c) 702.02 Add: *This test will be good for 26 months.*

Director Mason stated that he agrees with PC Merrill, and that he will work with Commissioner Schlitzer on the wording.

- 11.) Chair Duquette said that Executive Secretary Dale Boyd sends memos to the fire departments, which should be on letterhead as there is no way to know where the memos come from. Director Mason said that it's a memo style that we use for inter-department memos, and we can change that.
- 12.) Director Mason distributed copies of a Firehouse.com article, entitled "N.C. Firefighters Get Surprise Live Fire Training."
- 13.) Director Mason reminded Commissioners whose terms are expiring soon to have their organizations send letters of nomination to the Governor's Office.

OLD BUSINESS

Item 1. Hiring of Full-Time Firefighters. Commissioner Butts reported that the Commission should be getting a subpoena as a full-time firefighter is saying she was eliminated from her job because she is pregnant. Commissioner Carrier noted that at a public meeting someone said she was pregnant. Director Mason stated that the rules have not changed. She started a union in that fire department. She has worked out a plan to take her certification training once she is off FMLA.

Item 2. Officer Training and Wildland Firefighter Training.

- (a) Wildland Firefighter Training—Chair Duquette stated that the Wildland Firefighter Training is under control with the adoption of the curriculum today.
- (b) Officer Training—Director Mason read that the Officer Training is:
 - (i) to address practical training for Company Officers and Chiefs;
 - (ii) investigate opportunities for interstate courses, particularly on topics where it's difficult to assemble enough participants to justify a class;
 - (iii) investigate training opportunities for Training Officers in planning and management of local departments training by exploring all potential sources; and,
 - (iv) provide training for Company Officers and Chiefs on how to understand and motivate the younger recruits.

Director Mason stated that the problem is that the National Fire Academy has unusual names for the classes they have, and the names of them would turn a lot of people off. We have marketed a little bit differently, and have had a good turnout.

VII. NEW BUSINESS

None.

VIII. NONPUBLIC SESSION

Motion was made by Commissioner Carrier, seconded by Commissioner O'Keefe, to go into nonpublic session to discuss a personnel matter. Motion passed unanimously by roll call vote.

Motion was made by Commissioner O'Keefe, seconded by Commissioner Butts, to unanimously support Richard A. Mason for another four-year term as Director of the Division of Fire Standards & Training and Emergency Medical Services. A letter will be sent to Commissioner Flynn stating that. A letter then goes to the Governor & Council. Motion passed, with Commissioner Schlitzer abstaining (should consult with the attorney general prior to such vote).

Motion was made by Commissioner O'Keefe, seconded by Commissioner Carrier, to go out of nonpublic session. Motion passed unanimously by roll call vote.

IX. GOOD OF THE ORDER

Item 1. Chris Dewolf. Director Mason said that he will notify everyone when he finds out what the burial arrangements are for Chris Dewolf.

Item 2. Portable Heaters. Commissioner O'Keefe said that a portable heater dropped through the floor at a fire. Their thermal imaging camera saved the firefighters from going through that hole. Try to get them banned under construction.

Item 3. Chief Mark Dellner. Chair Duquette announced that there is a retirement dinner scheduled for Friday, January 8 at the Rochester Legion for retired Fire Chief Mark Dellner.

X. ADJOURNMENT

Motion was made by Commissioner O'Keefe, seconded by Commissioner Burbank, to adjourn at 11:40 a.m. Motion passed unanimously.

Respectfully submitted,

Richard A. Mason, Director

Items distributed at meeting:

1. Agenda 01/06/05
2. Minutes of Meeting – 12/09/04 – Not Approved
3. Curriculum Status Report 01/06/05
4. Minutes of Meeting – 11/04/04 – Approved 12/09/04
5. Updated List of Commission Members
6. Map of NHFA Northern and Southern Regions
7. FIOANH's Nomination Format for the John T. Ayers Fire Instructor of the Year Award—2004
8. Fire-Act Grant Workshops in New Hampshire Schedule
9. Award Announcements—Assistance to Firefighters Grant Program
10. Number of Personnel Certified in NH 07/01/04 to 01/05/05
11. Firehouse.com Article: N.C. Firefighters Get Surprise Live Fire Training
12. Director's Report #87—January 6, 2005
13. Memo from PC Scott Merrill Re: Rules Changes for Physical Ability Test Requirements
14. Report of the Wildland Fire Fighting Curriculum Visiting Committee
15. Revised Employee Status Notification Form A